

## Who we are and what we do:

We are the State's law office serving Tennessee with principled, independent, and excellent counsel.

[TN State Government Careers](#)



## **Administrative Support Specialist, Outside Counsel** **Office of the Attorney General**

State of Tennessee

### **Key Responsibilities:**

- Timely and accurate processing of invoices and payment orders relating to the services of attorneys appointed as outside counsel for the State
- Use of established databases to accurately generate invoice payment orders, track their status throughout the approval and payment process, and maintain all related files.
- Occasional interaction with outside counsel regarding documentation required to audit invoices and process payments
- Coordination with the offices of other State officials involved in the process of payment of outside counsel and with the Attorney General's fiscal office
- Creation of purchase orders
- Office Record closing and file preparation
- Assist with a variety of miscellaneous administrative matters as needed

### **Minimum Qualifications:**

- Highly organized and detail-oriented
- Computer skills sufficient to use Microsoft Office, primarily Access and Excel
- Knowledge of state contracts or software preferred
- Bachelor's degree preferred

### **Required Experience:**

- One year of auditing or financial experience

### **To apply:**

Please submit your resume to Kelly Smith at [Kelly.Smith@ag.tn.gov](mailto:Kelly.Smith@ag.tn.gov) by October 10, 2018.

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*